

**Arkansas State Board of Licensure  
For Prof. Engineers & Prof. Surveyors**  
PO Box 3750  
Little Rock, AR 72203-3750  
Telephone: 501-682-2824 Fax: 501-682-2827  
[www.arkansas.gov/pels](http://www.arkansas.gov/pels)

**01/01/2017-12/31/2018 Renewal Notice for  
Certificate of Authorization (COA)–License Ends in Even Number**

**Board Use** Date Rec'd: \_\_\_\_\_

Total Payment: \$100 \$150 \$200 Receiver Initials \_\_\_\_\_  
Applicant Type: Licensee ☐ Other Payment received  
Type Payment: ☐ Cashier's Check ☐ Company Check  
☐ MO (Money Order) ☐ Personal Check ☐ Temp Check  
Payment Identifier/number: \_\_\_\_\_  
Receipt Type(s): Renewal Fee – COA \$100.00  
Renewal Fee – COA – Late (1-60 days) \$ 50.00  
Renewal Fee – COA – Late (61+ days) \$100.00

COA #: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ – \_\_\_\_\_

**YOUR LICENSE WILL EXPIRE DECEMBER 31, 2016**

**Certificate of Authorization Renewal Fee:**  
\$100.00 – If postmarked prior to Dec 31

To avoid a lapsed license, this completed form and payment (payable to PELS Fund) MUST BE POSTMARKED NO LATER THAN DECEMBER 31, 2016. Please write your license type number on your payment.

**IF NOT RENEWED, IT MUST BE REINSTATED!**  
**REINSTATEMENT FEE:**

\$150.00 – January 1 to February 28, 2017  
\$200.00 – March 1, 2017 to December 31, 2018

***NOTICE*** renew online and your renewal is processed within 24 hours compared to the 3-4 weeks that a paper copy requires.

As renewals are processed, the Online Roster (Search for a Licensee) expiration date on the website will be 31-Dec-18. Current contact information may also be verified online.

***NOTICE! You may renew on-line with a credit card by going to [www.pels.arkansas.gov](http://www.pels.arkansas.gov)  
NO TRANSACTION FEE OR STAMP REQUIRED FOR RENEWALS PROCESSED ONLINE!***

Please select the following options that are applicable:

- ☐ Our firm wishes to change our name to: \_\_\_\_\_
- ☐ Our firm wishes our license to be placed in a Non-Renewed Status (return this form without fees) and remove our name from future mailings.
- ☐ Our firm wishes to renew our COA as our firm offers/provides the following service(s). For each service we offer/provide, we have designated the following individual(s) \*\* as being in responsible charge and duly licensed in Arkansas.

☐ Engineering  
Name \_\_\_\_\_ Title \_\_\_\_\_ AR P.E. Lic. # \_\_\_\_\_ Exp. Date \_\_\_\_\_

☐ Surveying  
Name \_\_\_\_\_ Title \_\_\_\_\_ AR P.S. Lic. # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*\* Arkansas requires at least one employee to be listed for each service offered/provided.